

CEMRO-LM

DEPARTMENT OF THE ARMY
Corps of Engineers, Omaha District
215 North 17th Street
Omaha, Nebraska 68102-4978

DR 700-1-1

Regulation
No. 700-1-1

1 February 1990

Logistics
ORDERING SUPPLIES, FORMS AND SERVICES

1. Purpose. This regulation establishes policy and procedures for ordering, stocking, and issuing blank forms, office supplies, and services.

2. Applicability. This regulation applies to all elements serviced by Omaha District Logistics Management Office.

3. Responsibilities.

a. Chief, Logistics Management Office (CEMRO-LM) reviews requisitions for all property ordered by other offices.

b. Supply Services and Facilities (CEMRO-LM-S) personnel will:

(1) Maintain an adequate stock level of blank forms and envelopes and requisition replenishments.

(2) Issue blank forms and envelopes to field elements, Omaha District, and Missouri River Division Offices.

(3) Establish and maintain a supply system for blank forms and envelopes.

4. Procedures. The following procedures will govern the activities of operating officials:

a. Office Supplies. Normal operating office supplies such as pencils, paper, ink, etc. will be obtained from the designated supply center by authorized employees. Property items such as calculators, adding machines, etc. will not be drawn from the supply center except by Contracting Division personnel.

b. Office Furniture. A requisition is initiated by an authorized employee in the requestor's division listing furniture required and indicating whether or not the furniture is a replacement for worn-out like items. Items to be replaced will be listed on the requisition and, if applicable, bar code numbers will be shown, it is then signed by the Division or Independent Office Chief, or an employee designated to sign. The requisition then will be forwarded to the Chief, CEMRO-LM for review. The Records Manager (CEMRO-IM-PM) will review the need for all filing equipment requisitioned.

This regulation supersedes DM 340-1-1 dated 1 March 1988 and MRD-M 340-1-5 dated 15 September 1983.

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c. Blank Forms and Envelopes.

(1) All MRO, MRD Field Office return envelopes and blank forms are stocked in the District Forms Stockroom located at the Maintenance Base Warehouse, Building 55, 9501 John J. Pershing Drive, Omaha, NE 68112.

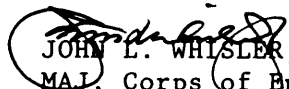
(2) DA Forms 17 and 17-1 (Requisition of Publications and Blank Forms) will be addressed to the Forms Stockroom. Orders for forms and envelopes will not exceed a 30-day stock level maintained in respective offices. Appendix A lists envelopes available.

d. Services, Including Telephone. Normal services required to repair typewriters, adding machines, calculators, dictating machines, etc., will be arranged by CEMRO-LM-S personnel. Oral notification may be made by the employee requiring services by telephone (Ext 3231). In no event will employees make direct requests or contacts with service contractors. Telephone services including moving of equipment, additional equipment, removal of existing equipment etc., will be requested by memorandum format, Appendix B, signed by the Division or Independent Office Chief, to CEMRO-LM-S, outlining the services desired. The telephone company installer has no authority to change the orders he/she receives without clearance from the GSA Communications Supervisor. Such clearance is granted only upon authority from the Chief, CEMRO-LM, therefore, no changes will be requested of the installer, nor will any changes suggested by the installer, be allowed without this authority. A memorandum will also be required for all other services of a miscellaneous nature.

FOR THE COMMANDER:

APPENDICES

APP A - Envelopes Available
from Stockroom
APP B - Format for Telephone
Services


JOHN L. WHISLER, Jr.
MAJ, Corps of Engineers
Deputy Commander

DISTRIBUTION:

A
B
A-MRD

APPENDIX A

Envelopes Available From Forms Stockroom

<u>Catalog Number</u>	<u>Unit of Issue</u>	<u>Item</u>	
748	Ea	ENVELOPES, MRO Return, Kraft "brown,"	5-3/4"x11-1/2"
749	Ea		9-1/2"x12"
750	Ea		10"x15"
751	Ea		12"x16"
752	Ea	White (Unit Pk500)	3-7/8"x8-7/8"
753	Ea		4-1/8"x9-1/2"
755	Ea	White-Low Window	3-7/8"x8-7/8"
756	Ea	" " "	4-1/8"x9-1/2"
761	Ea	ENVELOPES, Field Return, (for field office use)	9-1/2"x12"
762	Ea		10"x15"
764	Ea	White (Unit Pk500)	3-7/8"x8-7/8"
765	Ea		4-1/8"x9-1/2"
766	Ea		4-1/2"x10-3/8"
767	Ea	Low Window,	4-1/8"x9-1/2"
768	Ea	ENVELOPES, MRD Return, Brown Kraft,	5-3/4"x11-1/2"
769	Ea	ENVELOPES, MRD Return, Kraft, Brown,	9-1/2"x12-1/2"
770	Ea		10"x15"
770a	Ea	Low Window White,	4-1/8"x9-1/2"
771	Ea		White, 3-7/8"x8-7/8"
772	Ea		White, 4-1/8"x9-1/2"

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APPENDIX B

FORMAT for use in Requesting Telephone Services

Ofc Symbol (340b)

DATE:

MEMORANDUM FOR CEMRO-LM-S

SUBJECT: Request for Telephone Services

1. The telephone number of the instrument for which change is requested
_____.
2. Location code and cable number which appears on the bottom of the instrument:
Terminal (T/N) number: _____
Cable number: _____
Room number: _____
3. Name of person assigned the instrument: _____
4. Desired change/deletion/addition:

SIGNATURE OF DIVISION CHIEF